Havells India Limited Career 2023 – Jobs Near Me – Customer Care Associate Post

Job Location
India
Remote work possible

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Base Salary
Rs. 16,000 - Rs. 21,000

Qualifications
12th, Graduate

Employment Type
Full-time

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Hiring organization
Havells India Limited

Date posted
June 24, 2023

Valid through
30.09.2025

APPLY NOW

Description

Havells India Limited Recruitment 2023

Job Title: Customer Care Associate

Department: Customer Service

Reports To: Customer Care Manager

Summary:

Havells is looking for a highly motivated and customer-oriented individual to join our Customer Care team. The ideal candidate will be able to provide excellent customer service over the phone, email, and chat. They will also be able to resolve customer issues in a timely and efficient manner.

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Responsibilities:

- Answer customer inquiries and resolve issues
- Provide information about Havells' products and services
- Process customer orders and track shipments

- Escalate customer issues to management as needed
- Maintain customer satisfaction records

Skills:

- Excellent communication skills (verbal and written)
- Strong customer service skills
- Ability to work independently and as part of a team
- Ability to handle multiple tasks simultaneously
- Proficient in Microsoft Office Suite

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in customer service
- Proficiency in Microsoft Office Suite
- Excellent communication skills

Important Links   **Find the Link in [Apply Now](#) Button**

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